



75 Fairfield Street • St. Albans, VT 05478 • (802) 524-5958 • Fax (802) 527-2948

January 31, 2019

Frank Gardner, Brownfields Coordinator
 5 Post Office Square
 Suite 100, Mail code: OSRR7-2
 Boston, MA 02109-3912
 Gardner.Frank@epa.gov

Re: Community-Wide Assessment Grant Narrative Information Sheet

Dear Mr. Gardner,

The Northwest Regional Planning Commission is pleased to submit an application for an EPA Brownfields Assessment Grant. One of twelve Regional Commissions created by the Vermont Legislature, NRPC serves 23 municipalities in Franklin and Grand Isle Counties. Our application requests \$200,000 for hazardous materials assessment and \$100,000 for petroleum assessment.

Per the Proposal Guidelines, this transmittal letter includes the following information:

1) Applicant Identification:

Northwest Regional Planning Commission
 75 Fairfield Street
 St. Albans, VT 05478

2) Funding Requested:

- a) Assessment Grant Type: Community-Wide
- b) Funding Requested
 - i) \$300,000
 - ii) We are not requesting a site-specific assessment grant waiver.
- c) Contamination: \$200,000 Hazardous Materials and \$100,000 Petroleum

3) Location:

a) City/Municipality: Alburgh Town, Alburgh Village, Bakersfield, Berkshire, Enosburg Falls, Enosburgh Town, Fairfax, Fairfield, Fletcher, Franklin, Georgia, Grand Isle, Highgate, Isle La Motte, Montgomery, North Hero, Richford, St. Albans City, St. Albans

Town, Sheldon, South Hero, Swanton Town, and Swanton Village. Our targeted areas are Richford and St. Albans City.

b) County: Franklin and Grand Isle Counties

c) State: Vermont

4) Not Applicable.

5) Contacts:

a) *Project Director*: Greta Brunswick, Senior Planner, Northwest Regional Planning Commission, 75 Fairfield Street, St. Albans, VT 05478, Phone: 802-524-5958, Fax: 802-527-2948, Email: gbrunswick@nrpcvt.com

b) *Executive Director*: Catherine Dimitruk, Northwest Regional Planning Commission, 75 Fairfield Street, St. Albans, VT 05478, Phone: 802-524-5958, Fax: 802-527-2948, Email: cdimitruk@nrpcvt.com.

6) Population:

a) Targeted Area – St. Albans City: 6,858

b) Targeted Area – Richford: 2,272

7) Other Factors Checklist:

Other Factors	Page #
Community population is 10,000 or less.	1
The applicant is, or will assist, a federally recognized Indian tribe or United States territory.	NA
The priority brownfield site(s) is impacted by mine-scarred land.	NA
The priority site(s) is adjacent to a body of water (i.e., the border of the priority site(s) is contiguous or partially contiguous to the body of water, or would be contiguous or partially contiguous with a body of water but for a street, road, or other public thoroughfare separating them).	2
The priority site(s) is in a federally designated flood plain.	2
The redevelopment of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy; or any energy efficiency improvement projects.	NA
30% or more of the overall project budget will be spent on eligible reuse planning activities for priority brownfield site(s) within the target area.	NA

8) Letter from the State: Attached.

If you have any questions about our application, please feel free to call me at 802-524-5958.

Sincerely,



Catherine Dimitruk
Executive Director



AGENCY OF NATURAL RESOURCES

State of Vermont
Department of Environmental Conservation
Waste Management & Prevention Division
1 National Life Drive – Davis 1
Montpelier, VT 05620-3704
(802) 249-5822
Patricia.coppolino@vermont.gov

January 10, 2019

Northwest Regional Planning Commission
Attn: Ms. Greta Brunswick
75 Fairfield Street
St. Albans, VT 05478

Dear Ms. Brunswick,

This letter will serve as acknowledgement that the Vermont Department of Environmental Conservation is aware that the Northwest Regional Planning Commission is intending to apply for Hazardous and Petroleum FY19 federal brownfield grant funds and to use the grant funds, if awarded, to conduct general site assessment activities.

The Vermont Department of Environmental Conservation is appreciative of your intent to support brownfield redevelopment in Vermont. Please know that the Vermont Department of Environmental Conservation is here to support your organization with brownfield redevelopment in the Northwest Region of Vermont.

Good luck in the competition.

Sincerely,

Patricia Coppolino, Environmental Program Manager
Sites Management Section
Waste Management and Prevention Division



1. PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION

1a. Target Area and Brownfields (15 Points)

1a(i). Background and Description of Target Area (5 points)

Franklin and Grand Isle Counties consist of 23 rural municipalities in northwestern Vermont (population 55,570) bordered by New York, Canada, Lake Champlain and the Green Mountains. Our target areas include the region's single City, St. Albans (population 6,858), located in the Lake Champlain Valley and the smaller population center of Richford (population 2,272) located in the foothills of the Green Mountains and on the Canadian border.

The economies of both target communities historically centered on agriculture and forest products, which thrived because of the region's location as a major corridor for commercial traffic from New England to Canada. The railroad years were prosperous. St. Albans hosted the Central Vermont Railway headquarters with facilities expanding across 51 acres and more than 200 trains a day passing through at its peak. Richford became the center of a retail/trading area and a major customs port of entry, the only Chinese port of entry in New England.

Local economies have adjusted since the shift away from rail in the early 20th century, but we have not regained the same level of prosperity. City and village centers are experiencing population decline (St. Albans City, 30%; Richford 2% since 1960), unemployment, and high poverty rates, while surrounding greenfield communities have doubled their population and experience higher median incomes. The remnants of former industries and rail related business create blight, public health risk and increased redevelopment costs that complicate and challenge economic development in our target communities.

1a(ii). Description of the Priority Brownfield Site(s) (10 points)

The target areas of St. Albans City and Richford have concentrations of brownfields that vary in type, size and scale. They include former manufacturing plants, railroad sites, former dry cleaners, old gas stations and auto service uses. They negatively impact our community's health and well-being and represent loss of good family jobs, economic prosperity, and community pride. Further, brownfields threaten the quality of our natural ecosystem and public health with contamination in groundwater, the Missisquoi River and surficial soils.

21-25 Stebbins Street, St. Albans City. This priority brownfields site combines three separate underused and blighted parcels (approximately ½ acre) owned by the same landowner, immediately adjacent to the core block of St. Albans City Downtown. The site was identified as a catalytic redevelopment opportunity in the 2017 Brownfields Targeted Area Wide Plan funded by our program. The blighted condition, liability and cost associated with redevelopment are causing stagnation in neighborhood property values and without cleanup and redevelopment it will continue to hinder revitalization efforts in the area.

Redevelopment at this site is complicated due to its industrial and auto-service oriented history, which may have contaminated the soil, groundwater and/or building materials with petroleum and other hazardous substances. A carwash formerly located at 25 Stebbins Street burned down in 2006 and only a slab remains today on this corner lot. The other two parcels were most recently used for auto-related uses and now are partially used for warehousing. Given the long industrial history of the area, the presence of coal and other urban fills in the subsurface soils is also anticipated.

115 Federal Street, St. Albans City. This ¾ acre priority brownfields site is located immediately northwest and adjacent to the core block of the St. Albans City Downtown bound

by the Central Vermont Railway, Inc. (CVR) Engine House property to the west. It is currently vacant in a prime location for development on the Federal Street Multi-Modal Connector Highway, next to the new St. Albans Cooperative Creamery store and across from a new Vermont (VT) State office building and parking garage.

Redevelopment is complicated due to known and suspected contamination. The site was a former salvage yard and is located next to an abandoned petroleum storage facility, petroleum filling operation and automobile service garage. There is a documented petroleum groundwater plume that extends onto this property and potential for additional hazardous materials in the soil from its use as a former salvage yard and its proximity to the railroad.

Missisquoi Park, Richford. Nestled between the *Wild and Scenic* Missisquoi River and Richford's Main Street lies an undeveloped and misleadingly pristine looking 9-acre property with an industrial and railroad history. Hidden in the shrubs and riparian habitat, remnants of historic foundations remain from wood product manufacturing dating back to the 19th century and historical maps show the rail spurs that formerly webbed across the property. The perceived contamination issues at this site are further compounded by its location in the FEMA 100-year flood plan and wetland. The liability and cost that could come with taking on the anticipated cleanup of the Missisquoi Park site is threatening the success of adjacent economic development efforts. These factors highlight the need to characterize and manage the risk of any soil or groundwater contamination that may exist there.

1b. Revitalization of the Target Area (9 points)

1b(i). Redevelopment Strategy and Alignment with Revitalization Plans (5 points)

St. Albans City takes an active role in pursuing redevelopment of brownfields in the downtown, capitalizing on a combination of private investment and public funds, such as their Tax Increment Finance District to leverage public improvements and NRPC's brownfields funds. Their efforts are guided by a strong community supported and inclusive planning program. NRPC's brownfield program funded the June 2017 St. Albans City Brownfields Targeted Area Wide Plan with 21-25 Stebbins Street identified as one of the catalyst properties.

The City's area wide planning effort focused on the Stebbins, Catherine, Market neighborhood, but the report explains that its recommendations can be extended to other brownfields impacted areas near the downtown, such as 115 Federal Street. The City is pursuing proposals for office space or multi-unit housing for both of these priority brownfields sites based on the land use, market and reuse strategies provided in the area wide plan. NRPC is supporting the City's marketing efforts and they are counting on NRPC brownfields assessment funds to alleviate pre-development costs, which are impeding redevelopment.

Richford's Missisquoi Park was included in the 2013 Richford Area Wide Brownfield Redevelopment Plan, funded by the NRPC brownfield program. As a newly designated Northern Forest Canoe Trail Town, this riverfront land was seen as an opportunity to enhance recreation opportunities, promote economic development, and improve stormwater management in the village. More recently, the property was included in a VT Municipal Planning Grant funded revisioning process looking at how the property could coordinate with the adjacent Missisquoi Valley Rail Trail extension, Northern Forest Canoe Trail portage and Missisquoi Overlook Park brownfields site. The updated vision includes remediating any contamination and providing opportunities for ecosystem interpretation and restoration, including green stormwater management (2018-2019 Richford Stormwater Master Plan).

1b(ii). Outcomes and Benefits of Redevelopment Strategy (4 points)

The brownfields redevelopment strategy in St. Albans City will enhance the pedestrian experience and promote walkability, significantly improve property values and contribute to the vibrancy of downtown. New multi-unit rental housing projects at priority sites will add high quality, affordable units to a tight rental housing market (3% vacancy) and an old rental housing stock (over 65% built before 1950). New office space will add workers near Main Street, increasing demand for downtown housing, retail and services. The tax increment from this private investment will be leveraged by public investment in placemaking improvements, such as street trees, attractive lighting and public art, supported by the City's Tax Increment Finance District.

Further up the watershed, the redevelopment strategy for the Missisquoi Park in Richford will build the community's strengths as a designated Northern Forest Canoe Trail Town. Removing the stigma of contamination and integrating the Missisquoi Park parcel with the adjacent recreation projects will have an immense impact on the revitalization efforts in Richford. Canadians passing through, canoeists on the Northers Forest Trail and recreationists on the Missisquoi Valley Rail Trail will be enticed to stop for lunch at a café, have a picnic beside the river while learning about the local ecosystem, or visit an eclectic shop. Local business revenue will increase and new business opportunities will become possible as a result of this project. There is also opportunity to combine remediation and park development with alternative stormwater treatment solutions and ecosystem restoration.

1c. Strategy for Leveraging Resources (6 points)

1c(i). Resources Needed for Site Reuse (4 points)

NRPC has demonstrated capacity to leverage brownfields funds to achieve greater impact for communities and partners. In Richford, this grant will fund Brownfields Assessments and a Resource Roadmap to further the rehabilitation of the Missisquoi Park parcel implementing the 2018 vision/concept plan. NRPC is well equipped to assist in accessing brownfields cleanup funding, whether from our EPA funded Brownfield Cleanup RLF or another Cleanup RLF. We will also assist the Richford Economic Advancement Corporation access project implementation funds for the Missisquoi Park. We are eligible for and have proven success with grants from the VT Community Development Program, VT Municipal Planning Grant Program, Northern Border Regional Commission Infrastructure Grant Program and VT Ecosystem Restoration Grants.

For both 21-25 Stebbins and 115 Federal Street funds from this grant will provide critical information to the City of St. Albans and potential developers on the cost and scale of cleanup. NRPC's Brownfields Cleanup RLF will be a valuable funding source for any required cleanup. For Class A Office space at 21-25 Stebbins Street, brownfields assessment funds would be leveraged by significant private investment and public improvements through the Tax Increment Finance District. A multi-unit housing development would also leverage affordable housing tax credits.

1c(ii). Use of Existing Infrastructure (2 points)

Both St. Albans City and Richford are serviced by existing water and sewer, natural gas lines, electric utility lines and high-speed internet. The proposed redevelopments will make use of this existing infrastructure. Any public infrastructure improvements will focus on making the streetscape more pedestrian accessible, adding greenspace and in the case of Richford, improving stormwater treatment on the Missisquoi Park site with additional opportunities to collect and filter stormwater.

2. COMMUNITY NEED AND COMMUNITY ENGAGEMENT

2a. Community Need (12 points)

2a(i). The Community's Need for Funding (3 points)

Richford and St. Albans are both small municipalities at under 3,000 and under 7,000 respectively, and which also experience high poverty rates at or close to 20% (2017 American Community Survey for Richford Village and St. Albans City Census Tract 107). Richford Village area has a small tax base (in the bottom third of the state according to the Vermont Department of Taxes in 2017) and limited local staff, relying heavily on regional planning commissions and public funding. Due to these factors, brownfields funds and assistance from NRPC are essential to further the cleanup of the Missisquoi Park site in Richford. In historic downtowns like St. Albans City, private investment takes significant public partnership and public funding. Brownfields funds are a critical piece of the puzzle that make redevelopments work in small downtowns. Without this funding, St. Albans would be challenged in attracting developers to the priority brownfields sites of 21-25 Stebbins Street and 115 Federal Street.

2a(ii). Threats to Sensitive Populations (9 points)

St. Albans City and Richford have been disproportionately impacted by environmental problems in our region, including brownfields. The American Community Survey documents that concentrations of impoverished families and single mothers with children live in these brownfields impacted areas, including the Stebbins/Catherine Block in St. Albans City and in and around the historic village of Richford, the most rural, isolated community in the region. Neighborhoods in these communities contain decaying commercial and manufacturing buildings and contaminated vacant sites, including our priority sites. Such properties are at greater risk of storm damage and vandalism (Richford spends an annual amount of \$2,000 on vandalism repairs to public property). There is also a greater percentage of older housing in poor condition that commonly contains lead-based paint.

The direct health impact of specific brownfields on our target communities is not known, but certain health statistics can be linked to the types of contaminants found at sites in our communities. Unfortunately, these statistics are tracked on a statewide or county level. Our region has concerning levels of respiratory conditions that may be attributable to environmental and occupational exposures at brownfields sites like the 21-25 Stebbins Street site, including asthma and COPD (chronic obstructive pulmonary disease). Fourteen percent of the adult population in our region were diagnosed with lung diseases in 2016 (VT Department of Health, 2016). Lead poisoning is also a health concern in our region, which is attributable to lead based paint found on older buildings. In Richford, over 90% and in St. Albans City over 75% of housing was built before 1980 and therefore may present a lead-based paint hazard (Healthy Vermonters 2020).

The concentration of brownfields and inability to attract redevelopment in our target communities has perpetuated high poverty rates, population decline and unemployment in our targeted areas. Richford Village's poverty rate is 20%, compared to 15% at the national level (2017 American Community Survey). Median household income and per capita income in our target communities are also significantly lower than state and national figures, while unemployment rates in St. Albans City and Richford are still. The remnants of former industries and rail related business create blight, public health risk and increased redevelopment costs that complicate and challenge economic development efforts in our target communities.

2b. Community Engagement (8 points)

2b(i). Community Involvement (5 points)

NRPC has a long history of collaboration with community-based organizations and groups and actively pursues new partnerships. A selection of important partners that will help in the cleanup and redevelopment of our priority sites include the following:

Partner Name	Point of Contact	Specific Role in the Project
City of St. Albans	Chip Sawyer, Director of Planning and Development c.sawyer@stalbansvt.com , 802-524-1500*259	St. Albans City is an active partner in brownfields redevelopment in the City, a program target area. Mr. Sawyer serves on the NRPC Brownfields Steering Committee.
Champlain Housing Trust	Amy Demetrowitz, Director of Real Estate Development amy.demetrowitz@champlainhousingtrust.org , 802-861-7307	Coordination and planning related to a multi-family housing development at one of the program’s priority sites, such as 115 Federal Street.
Richford Economic Advancement Corporation	Darlene Gregoire, President dgregoire@notchvt.org , 802-255-5563	Facilitating communication with the Town of Richford, adjacent property owners and other stakeholders for the Missisquoi Park cleanup.
Northern Forest Canoe Trail	Noah Pollock, Stewardship Director noah@northernforestcanoetrail.org (802) 540-0319	Coordinating planning and events with the cleanup of Missisquoi Park, which is adjacent to their newly developed canoe portage.

2b(ii). Incorporating Community Input (3 points)

NRPC will continue to implement a strong community engagement program to ensure our targeted communities are involved in brownfields redevelopment. Our Brownfields Steering Committee forms a connected and inclusive foundation to our program, with each representative serving as a liaison to their interest group or organization.

We work together with our municipal and community partners to define and implement appropriate site-specific community engagement for priority sites. During 2017 and 2018, the Program Manager developed and facilitated a diverse Steering Committee to lead a visioning process that involved the Missisquoi Park parcel in Richford. This Steering Committee will continue to serve as a connection to the pulse of the community and those that live around the Missisquoi Park as the brownfields redevelopment progresses. In St. Albans, we will use a similar approach by communicating progress on our priority sites to interested neighborhood residents and seeking input from key organizations such as the downtown development non-profit, St. Albans for the Future, the Rotary Club and the Chamber of Commerce. Our goal is to ensure that those affected by brownfields are involved in reuse planning and cleanup decisions.

3. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS

3a. Description of Tasks and Activities (15 Points)

Project Implementation (10 Points) Task Activity Lead (5 Points)

Task 1: Cooperative Agreement Oversight and Program Management. Task Lead: Greta Brunswick, NRPC Senior Planner and Brownfield Program Manager. NRPC will ensure requirements of the Cooperative Agreement are implemented, managed properly, and completed in a timely manner to meet the goals and objectives of this program. This task will involve:

- Quarterly reporting and ACRES reporting;
- Leading the program's Steering Committee;
- Maintaining and growing the region's brownfields site inventory, especially in our targeted areas;
- Complying with the program's site selection process to ensure compatibility with the program's goals and priorities;
- Competitively procuring and managing services from qualified environmental professionals (QEPs);
- Site specific activities including assisting with enrollment of our priority sites in the Vermont Brownfields Reuse and Environmental Limited Liability Act (BRELLA);
- Coordinating *hazardous materials* and *petroleum* site eligibility determinations and Section 106 compliance for our priority sites;
- Travel to community meetings, site visits and conferences;
- Attendance at professional development and networking conferences and events; and
- Necessary supplies, including postage, copies and a laptop computer.

Task 2: Community Outreach and Engagement. Task Lead: Greta Brunswick, NRPC Senior Planner and Brownfield Program Manager. NRPC is strategically positioned to provide technical assistance to the region's municipalities, non-profits, landowners and developers on brownfields redevelopment. This includes our expertise on the CERCLA Brownfields Law, liability concerns, BRELLA, funding opportunities and grant writing and how to implement public/private partnerships. NRPC will offer site specific assistance to our priority brownfields sites to further redevelopment, such as coordination and communication with property owners and adjacent landowners on environmental assessment results, cleanup responsibilities, public meetings, community relations plans and opportunities for funding. We will assist with communications on priority brownfield sites in accordance with our Voluntary Notice Policy, which guides us to notify potentially affected persons and appropriate public officials about identified health and environmental hazards that may pose a risk to human health or the environment; and to encourage public participation in the program. Finally, we will conduct regular program marketing through our newsletter, website, social media, press releases and presentations/meetings with partner organizations and stakeholders.

Task 3: Site Specific Assessments. Task Lead: Greta Brunswick, NRPC Senior Planner and Brownfield Program Manager. The majority of this funding will be used by NRPC to hire competitively procured QEPs to complete Phase 1 Environmental Site Assessments (ESAs) in accordance with ASTM E1527-13 standards and complying with All Appropriate Inquiry, Phase 2 ESAs, Quality Assurance Project Plans (QAPPs) and Section 106 Compliance Reports on our priority brownfields sites of 21-25 Stebbins Street and 115 Federal Street in St. Albans City and the Missisquoi Park parcel in Richford. The Program Manager will work closely with the EPA Project Officer and the VT Department of Environmental Conservation (DEC) Site Manager to ensure ESAs and QAPPs are completed properly and in accordance with the 2017 VT Investigation and Remediation of Contaminated Properties Rule (IRCP).

Task 4: Reuse and Cleanup Planning. Project Lead: Greta Brunswick, NRPC Senior Planner and Brownfield Program Manager. NRPC will use funding to hire competitively procured QEPs to complete reuse and cleanup planning, which is critical on the complicated brownfields in our target areas. NRPC will fund a Resource Roadmap for the Missisquoi Park; Evaluation of Corrective Action Alternatives (ECAA)/Analysis of Brownfield Cleanup Alternatives (ABCA) for all priority sites and Corrective Action Plans for all priority sites. If necessary, we may fund additional reuse planning such as an Evaluation of Market Viability for one of the St. Albans City priority sites.

3b. Cost Estimates and Outputs (15 points)

HAZARDOUS MATERIALS						
Budget Category	Task 1	Task 2	Task 3	Task 4	Total	
Direct Costs	Personnel ¹	\$11,616	\$2,904	\$0	\$0	\$14,520
	Fringe ²	\$4,224	\$1,056	\$0	\$0	\$5,280
	Travel ³	\$2010	\$0	\$0	\$0	\$2,010
	Equipment	\$0	\$0	\$0	\$0	\$0
	Supplies ⁴	\$2,144	\$536	\$0	\$0	\$2,680
	Contractual ⁵	\$5,000	\$0	\$130,510	\$30,000	\$165,510
	Other	\$0	\$0	\$0	\$0	\$0
Total Direct Costs	\$24,794	\$4,696	\$130,510	\$30,000	\$190,000	
Indirect Costs	\$8,000	\$2,000	\$0	\$0	\$10,000	
Total Costs	\$32,794	\$6,696	\$130,510	\$30,000	\$200,000	
PETROLEUM						
Budget Category	Task 1	Task 2	Task 3	Task 4	Total	
Direct Costs	Personnel ¹	\$5,808	\$1,452	\$0	\$0	\$7,260
	Fringe ²	\$2,112	\$528	\$0	\$0	\$2,640
	Travel ³	\$990	\$0	\$0	\$0	\$990
	Equipment	\$0	\$0	\$0	\$0	\$0
	Supplies ⁴	\$1,056	\$264	\$0	\$0	\$1,320
	Contractual ⁵	\$2,000	\$0	\$70,790	\$10,000	\$82,790
	Other	\$0	\$0	\$0	\$0	\$0
Total Direct Costs	\$11,866	\$2,344	\$70,790	\$10,000	\$95,000	
Indirect Costs	\$4,000	\$1,000	\$0	\$0	\$5,000	
Total Costs	\$15,866	\$3,344	\$70,790	\$10,000	\$100,000	

Task 1: Cooperative Agreement Oversight and Program Management.

Personnel and Fringe. 80% of personnel and fringe hrs to Task 1. Hazardous materials: Average rate of \$33/hr for 352 hrs = \$11,616 in wages and \$4,224 in fringe. Petroleum: Average rate of \$33/hr for 176 hrs = \$5,808 in wages and \$2,112 in fringe. 3 staff will participate in Task 1: Program Manager at 80% of hrs, Executive Director at 5% of hrs for oversight and the Office Administrator at 15% of hrs for finance management (only eligible programmatic tasks).

Travel. Staff attendance at 1 national brownfields conference (\$2,000 for flight, hotel and expenses), travel to statewide and regional trainings and meetings (\$350 based on average of 600 miles at 0.58/mile), in-region travel related to outreach, site inventory, and assessment activities (\$150 based on average of 500 miles over 3 years at 0.58/mile). 2/3 of hours are allocated to hazardous materials and 1/3 are allocated to petroleum.

Supplies. Fees for entry into BRELLA (\$500 each for 2 sites) and a total of \$1000 to be used towards the purchase of computer equipment. 2/3 of hrs allocated to hazardous materials and 1/3 allocated to petroleum.

Contractual. A competitively procured attorney to review program and outreach documents (\$2,000 for hazardous and \$1,000 for petroleum based on past experience)

Indirect: The FY20 Indirect Cost Rate calculation for NRPC starting 7/1/2019 will be 81.21%, calculated as a percentage of personnel and fringe. The proposed budget caps this at 5% of the grant request for a total of \$8,000 for Task 1 hazardous and \$4,000 for Task 1 petroleum.

Outputs: EPA Cooperative Agreement; 3 site nomination and EPA eligibility forms; 6 scopes of work or requests for proposals for ESAs or other reports; 3 site access and owner participation agreements; brownfield site inventory; 36 progress and financial reports and reimbursement requests; ACRES updates.

Task 2: Community Engagement and Outreach.

Personnel and Fringe. 20% of personnel and fringe hrs dedicated to Task 2. Hazardous materials: Average rate of \$33/hr for 88 hrs = \$2,904 in wages and \$1,056 in fringe. Petroleum: Average rate of \$33/hr for 44 hrs = \$1,452 in wages and \$528 in fringe. 3 staff will participate in Task 2, the Program Manager at 90% of hrs and Executive Director at 10% of hrs for oversight.

Travel. Travel to statewide and regional trainings and meetings (\$350 based on average of 600 miles at 0.58/mile), in-region travel related to outreach, site inventory, and assessment activities (\$150 based on average of 500 miles over 3 years at 0.58/mile). 2/3 of hrs allocated to hazardous materials and 1/3 allocated to petroleum.

Supplies. Copying/printing of program brochure, reports, and other documents (\$1000), postage (\$500) and newspaper advertisements and meeting support materials (\$500). 2/3 of hrs allocated to hazardous materials and 1/3 allocated to petroleum.

Indirect: The FY20 Indirect Cost Rate calculation for NRPC starting July 1, 2019 will be 81.21%, calculated as a percentage of personnel and fringe. The proposed budget caps this amount at 5% of the grant request for a total of \$2,000 budgeted for Task 2 hazardous and \$1,000 budgeted for Task 2 petroleum.

Outputs: 16 Steering Committee meeting summaries; quarterly press releases and/or newspaper articles and newsletter articles; quarterly updates to our program website; 1 update to our program brochure; 1 program highlights brochure; and 3 sets of property specific engagement materials.

Task 3: Site Specific Assessments.

Contractual: We estimate 2 Hazardous Materials Phase 1 ESAs at \$6,000 each and 2 Hazardous Materials Phase 2 ESAs at \$60,000 to \$70,000 each for a total of \$133,510. We estimate one Petroleum Phase 1 ESA at \$6,000 and two Petroleum Phase 2 or ESAs at \$30,000 to \$40,000 each for a total of \$71,790.

Outputs: 3 Phase 1 ESAs for identified priority sites (1 Petroleum and 2 Hazardous Materials). 4 Phase 2 or Supplemental Phase 2 ESAs for our priority sites, including 4 QAPPs and VT DEC-

approved workplans (2 each Hazardous Materials and Petroleum). NRPC will also ensure compliance with the Section 106 National Historic Preservation Act and if necessary, some costs may be diverted to Section 106 compliance. The majority of funds will be used for phase 2 assessments.

Task 4: Cleanup and Reuse Planning.

Contractual: We estimate 2 Hazardous Materials ECCA and/or CAPs at \$10,000 each, a Resource Roadmap and/or additional reuse planning assistance for priority sites for \$10,000 for a total Hazardous Materials cost of \$30,000. We estimate 1 Petroleum ECCA and/or CAP at \$10,000 for a total Petroleum cost of \$10,000.

Outputs: 3 ECAs and/or CAPs (2 Hazardous Materials and 1 Petroleum) and a Resource Roadmap for our identified priority sites. Depending on costs, we may fund additional reuse planning such as an Evaluation of Market Viability for priority sites if needed.

3c. Measuring Environmental Results (5 Points)

NRPC will continue to implement our established process for achieving quality, State and EPA approved outputs within our 3-year period of performance, including ESAs, ECCA/ABCA and CAPs, and tracking program outcomes, such as acres cleaned up, leveraged investment and jobs created. The Program Manager works closely with the EPA Project Officer and State Brownfields Site Managers to maintain communication and ensure compliance. We record and track progress in ACRES, with our own maps and databases and document progress in our quarterly reporting. We plan to make use of the new quarterly reporting feature within ACRES, which will streamline ACRES with our own tracking and reporting systems.

We have met our schedule for achieving outputs and outcomes within our 3-year period of performance for most of our EPA grants including our most recent FY15 Assessment grant. In a few cases, we requested and were granted an extension due to unforeseen project delays which allowed us to continue funding and assisting important brownfields sites and document program outcomes. We make every effort to anticipate challenges and delays in project timelines. We convene strategic stakeholders and professionals to bring about resolution and move projects forward.

4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE

4a. Programmatic Capability (9 points)

4a(i). Organizational Structure (5 points)

NRPC has a seamless grants management program with a systematic approach to tracking, reporting and achieving outputs and outcomes. We have qualified and experienced staff, a demonstrated track record, established relationships and program Steering Committee and priority brownfield sites ready to go all of which will ensure expenditure of these funds within the 3-year period of performance. Key members of the program team will include:

Catherine Dimitruk, NRPC Executive Director: Ms. Dimitruk has over 20 years of experience as Executive Director and has successfully managed all NRPC's previous brownfields grants. Ms. Dimitruk will assume program oversight responsibilities.

Greta Brunswick, NRPC Brownfields Program Manager/Lead: Ms. Brunswick will be the lead for all aspects of program management. She has 15 years of experience in community development, land use and environmental planning and has managed the Brownfields Program for nine years, including our Brownfields Cleanup Revolving Loan Fund since its inception in

2010. Ms. Brunswick has a B.S. in Community Development and Applied Economics. She has attended three national brownfields conferences, attends the annual Vermont Development Conference and coordinates regularly with the Vermont Brownfields Program and Vermont Department of Health.

Amy Adams, NRPC Office Administrator. Ms. Adams has provided financial reporting and management with the program since its inception in 2003 and will continue in this role.

4a(ii). Acquiring Additional Resources (4 points)

NRPC is knowledgeable and experienced in federal procurement guidelines 2 CFR § 200.320 and will engage in an open, fair and competitive procurement process to pre-qualify approximately four QEPs to complete the contractual site-specific work required under this grant, including ESAs and ECAA/ABCA and CAPs. Additionally, we will competitively procure contracts for other contractual work including Evaluations of Market Viability, Resources Road Maps, Section 106 Compliance Reports and an experienced legal team to provide expert legal guidance as needed.

4b. Past Performance and Accomplishments (6 points)

4b(i). Currently Has or Previously Received an EPA Brownfields Grant

NRPC received an FY15 Brownfields Assessment grant for \$200,000. NRPC just submitted the closeout report, with the period of performance ending September 30, 2018. We succeeded in achieving our program goals as expected and on schedule, including completing all ACRES and quarterly reporting. Due to an assessment activity costing less than we contracted for near the end of our period of performance, there was a balance of \$4,148.69 in funds. With these funds we completed a Targeted Area Wide Brownfields Plan for the Stebbins, Market, Catherine Street neighborhood in St. Albans City. In addition, we funded a total of 5 Phase 1 ESAs, 5 Phase 2/Supplemental Phase 2 ESAs and 2 CAPs with this grant, including the assessment and cleanup plan for one of the catalyst sites identified in this area wide plan, 14 Stebbins Street. Cleanup and redevelopment at this property will be complete in the Spring of 2019.

NRPC received an FY13 Brownfields Assessment grant for \$400,000, split evenly between hazardous materials and petroleum. NRPC just submitted the closeout report, with the period of performance ending September 30, 2018. We were granted two 1-year extensions to our period of performance due to a few unanticipated events, including one developer backing out. We were capable of reallocating these assessment funds to other sites in our program area and succeed in achieving our program goals within our revised period of performance, including completing all ACRES and quarterly reporting. With these funds we completed a Swanton Northern Gateway Targeted Area Wide Plan for Swanton Village, five Phase 1 ESAs, six Phase 2 ESAs, three ECCA/CAPs and one redevelopment feasibility investigation.

NRPC received an FY11 \$1,000,000 grant with an additional \$200,000 cost share requirement to capitalize a cleanup RLF and our period of performance ends September 30, 2019. We received \$200,000 in supplemental funds for our RLF in 2015. There is a balance of \$419,248 as of December 31, 2018, not including our cost-share obligation. We have received annual extensions to our original 2015 period of performance deadline because of our success in continuing to disburse cleanup loans and subgrants and document program outcomes. In 2015, we received a successful advanced monitoring desk audit with no recommendations or issues found. To date we have disbursed two cleanup loans and six cleanup sub-grants resulting in economic development and public health benefits in the communities we serve.

NRPC FY19 Documentation of Threshold Criteria for Assessment Grants

1. Applicant Eligibility

The Northwest Regional Planning Commission is one of twelve Regional Planning Commissions enabled by the Vermont Legislature (please find enclosed an excerpt from Vermont Statute to this effect). Vermont Regional Planning Commissions consist of representatives from member local governments and are considered a regional council of government (COG). Our mission is:

- To assist local municipalities, through education, technical assistance, grants and funding; and to aid municipalities in their planning efforts as authorized by Vermont planning laws.
- To serve as a center for information and as a resource to support the region and its municipalities' interests, growth patterns and common goals.
- To provide a forum for the discussion of issues which are regional in nature and/or unique to our area of the state, and to serve as a mediator to resolve conflicts as appropriate. Common sense and a spirit of compromise must be allowed to enter the discussion so that the impacts of development may be mitigated.
- To conduct regional planning programs.

2. Community Involvement

NRPC will continue to implement a strong community engagement program to ensure our targeted communities are involved in brownfields redevelopment. Our Brownfields Steering Committee forms a connected and inclusive foundation to our program, with each representative serving as a liaison to their interest group or organization.

We work together with our municipal and community partners to define and implement appropriate site-specific community engagement for priority sites. During 2017 and 2018, the Program Manager developed and facilitated a diverse Steering Committee to lead a visioning process that involved the Missisquoi Park parcel in Richford. This Steering Committee will continue to serve as a connection to the pulse of the community and those that live around the Missisquoi Park as the brownfields redevelopment progresses. In St. Albans, we will use a similar approach by communicating progress on our priority sites to interested neighborhood residents and seeking input from key organizations such as the downtown development non-profit, St. Albans for the Future, the Rotary Club and the Chamber of Commerce. Our goal is to ensure that those affected by brownfields are involved in reuse planning and cleanup decisions.

The area wide plans we have funded in our target communities have been very successful at engaging a broad spectrum of community members in defining a vision for brownfields impacted neighborhoods. We continue to work with these community's on implementation.

3. Expenditure of Assessment Grant Funds

The NRPC does not currently have any active brownfields assessment grants.

The Vermont Statutes Online

Title 24: Municipal and County Government

Chapter 117: MUNICIPAL AND REGIONAL PLANNING AND DEVELOPMENT

24 V.S.A. § 4341. Creation of regional planning commissions

§ 4341. Creation of regional planning commissions

(a) A regional planning commission may be created at any time by the act of the voters or the legislative body of each of a number of contiguous municipalities, upon the written approval of the agency of commerce and community development. Approval of a designated region shall be based on whether the municipalities involved constitute a logical geographic and a coherent socio-economic planning area. All municipalities within a designated region shall be considered members of the regional planning commission.

(b) Two or more existing regional planning commissions may be merged to form a single commission by act of the legislative bodies in a majority of the municipalities in each of the merging regions.

(c) A municipality may move from one regional planning commission to another regional planning commission on terms and conditions approved by the secretary of the agency of commerce and community development. (Added 1967, No. 334 (Adj. Sess.), § 1, eff. March 23, 1968; amended 1971, No. 257 (Adj. Sess.), § 1, eff. April 11, 1972; 1981, No. 132 (Adj. Sess.), § 4; 1987, No. 200 (Adj. Sess.), § 19, eff. July 1, 1989; 1995, No. 190 (Adj. Sess.), § 1(a); 2009, No. 146 (Adj. Sess.), § G5, eff. June 1, 2010; 2009, No. 156 (Adj. Sess.), § F.11, eff. June 3, 2010.)

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text" value="01/31/2019"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text" value="Vermont"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="Northwest Regional Planning Commission"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="03-0354532"/>	* c. Organizational DUNS: <input type="text" value="1526760320000"/>	
d. Address:		
* Street1:	<input type="text" value="75 Fairfield St"/>	
Street2:	<input type="text"/>	
* City:	<input type="text" value="St. Albans"/>	
County/Parish:	<input type="text" value="Vermont"/>	
* State:	<input type="text" value="VT: Vermont"/>	
Province:	<input type="text"/>	
* Country:	<input type="text" value="USA: UNITED STATES"/>	
* Zip / Postal Code:	<input type="text" value="05478-0000"/>	
e. Organizational Unit:		
Department Name: <input type="text"/>	Division Name: <input type="text"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text"/>	* First Name:	<input type="text" value="Greta"/>
Middle Name: <input type="text"/>		
* Last Name:	<input type="text" value="Brunswick"/>	
Suffix: <input type="text"/>		
Title: <input type="text"/>		
Organizational Affiliation: <input type="text" value="Northwest Regional Planning Commission"/>		
* Telephone Number: <input type="text" value="8025245958"/>	Fax Number: <input type="text"/>	
* Email: <input type="text" value="gbrunswick@nrpcvt.com"/>		

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

E: Regional Organization

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.818

CFDA Title:

Brownfields Assessment and Cleanup Cooperative Agreements

*** 12. Funding Opportunity Number:**

EPA-OLEM-OBLR-18-07

* Title:

FY19 GUIDELINES FOR BROWNFIELDS CLEANUP GRANTS

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Northwest Region Brownfields Assessment Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="300,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="300,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed: